



JANET NAPOLITANO
Governor

WILLIAM BELL
Director

**ARIZONA DEPARTMENT OF ADMINISTRATION
INFORMATION SERVICES DIVISION
ADOA INFORMATION SECURITY
100 North 15th Avenue, Suite 400
Phoenix, Arizona 85007-2636**

SECURITY INCIDENT/VIOLATION FORM

Reported by: _____

Date: _____

Phone: _____

ISS ONLY

REF# :

REC'D :

ACTION :

CLOSED:

(All reports and identities of employees making reports are held in the strictest confidence. If Security does not respond within 24 hours, please call 602.542.2252)

INCIDENT TYPE

Data Violation:

- ☐ Data revealed to unauthorized person
- ☐ Attempt(s) to access unauthorized data
- ☐ Access of unauthorized data
- ☐ Unauthorized alteration of data
- ☐ Software changes without approval

Site Violation:

- ☐ Unescorted visitors in secure area
- ☐ Entry to secure area without ID card
- ☐ Allowed unauthorized use of ID card
- ☐ Destruction of State Property

Internet Violation

- ☐ Unauthorized release of information
- ☐ Personal use of State assets

Other _____

Password Violation:

- ☐ Unauthorized use of control identifier (USERID, SIGN-ON, PASSWORD)
- ☐ Asked other for a control identifier
- ☐ Revealed personal control identifier

Equipment Violation:

- ☐ Unauthorized use of State equipment
- ☐ Failed to sign-off
- ☐ Hardware changes without approval
- ☐ Unauthorized removal of equipment

Workplace Violence

- ☐ Potential for violence situation
- ☐ Physical abuse
- ☐ Verbal/other abuse

DESCRIPTION OF INCIDENT/VIOLATION: (Who, What, Where, When, Witnessed by, Reported to)

Send or FAX to: 602.542.0095 or E-Mail to AIS_SC@AZDOA.GOV
ADOA Information Security - 100 North 15th Avenue, Suite #400 Phoenix, AZ 85007- 2636